



Amesbury

Job Description

August 9, 2021

POSITION: Before School and After School Program Instructors

The City of Amesbury (estimated population 18,000), a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, is seeking strong candidates to serve as the City's part time Before and/or After School Program Instructors.

LOCATION: Cashman Elementary School or Amesbury Elementary School

HOURS OF WORK: before school 7-8:30 am or after school 2:45-6:00 pm, M- F, (when school is in session)

DATES OF EMPLOYMENT: August 30, 2021- June 2022 (end date determined by snow days) expected date is June 17, 2022

CLASSIFICATION: Part-time, nonexempt, non-union, non-benefit eligible.

COMPENSATION: \$14 - \$18/hour based on education and experience

GENERAL FUNCTION: Provide leadership relating to youth programming for the Before and/or After School Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and implement appropriate creative activities which may be arts and crafts, sports, games, etc. (a minimum of 2 per week per instructor)
- Work with the Supervisor in maintaining activity schedule.
- Be on time and ready to begin at scheduled time (start of program or 15 minutes before)
- Supervision of students at all times.
- Be responsible for the safety of students.
- Assist other instructors when necessary.
- Attend any orientations and regular staff meetings.

- Assist with homework instruction or reading times.
- Assist in the cleanliness and maintenance of areas being used.
- Assist with any other duties assigned by the Before/After School Supervisor.
- Communicate with the Supervisor any staff, student, or parent issues and use the communication log to report such.
- Be aware of proper procedure for behavior management, rules and policies, etc.
- Be aware of any particular health concerns and allergies of children.
- Assist in handing out important notices and weekly/monthly newsletter to parents.
- Supervision of student pick-up in making sure the appropriate person is listed.
- Provide a positive role model for children at all times.
- Have fun.

DESIRED QUALITIES AND QUALIFICATIONS:

- Must be 16 years of age or older (under 18 you will need working papers from the school)
- Background and experience in dealing with elementary age youth. Ability to work cooperatively with strong communication skills. Ability to relate to youth and adults in a positive manner.
- All staff members must undergo a Criminal Offender Record Information (CORI) check, conducted by the City of Amesbury and have a satisfactory result.
- First aid and CPR preferred

To apply, please email a cover letter and resume to:

Heather Worrall, Human Resource Coordinator, City of Amesbury
 worrallh@amesburyma.gov

Applications are available on the City website also. You may contact the recreation office for more information at 978-388-8137

Closing Date: Until Positions are Filled. Please respond ASAP

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